



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov



JAMES V. PERDUE
COMMISSIONER

July 13, 2015

Dear Vendor:

The Alabama Department of Mental Health (DMH) is requesting proposals from qualified individuals to provide **coding services**. Proposals will be accepted until **Monday, July 27, 2015 by 4:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Alabama Department of Mental Health
Attn: Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

Sincerely,

Joey Kreauter, Director
Office of Contracts & Purchasing

Organization: Alabama Department of Mental Health (DMH)

RFP Closing Date: **Monday, July 27, 2015 by 4:00 pm**
Emailed or faxed responses are not accepted.

RFP Contact Info: Leola Rogers
AL Dept. of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Fax Number (334) 353-7090
Email: leola.rogers@mh.alabama.gov

MAILING NOTE

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

ADDITIONAL INFORMATION

1. Who **may** respond to this RFP? Qualified Individuals.
2. Who **may not** respond to this RFP? Staffing agencies, Employees of DMH and current state employees.
3. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.
Domestic** means within the State of Alabama. *Foreign** means out-of-state.
4. All vendors must enroll in the E-Verify System with Homeland Security.
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (*see mailing note*), requested # of submissions not received.

The Alabama Department of Mental Health (DMH) is seeking proposals from qualified individuals to provide coding services as a **coding compliant specialist** at Mary S. Harper Geriatric Center in Tuscaloosa, Alabama.

Required Qualifications:

1. Have knowledge of current medical terminology.
2. Have working knowledge of appropriate nomenclature.
3. Have knowledge of anatomy and physiology.
4. Have the ability to abstract appropriate data from medical record.
5. Have the ability to accurately assign codes.
6. **Preferred:**
 - Individual to be credentialed through the American Health Information Management Association as a Registered Health Information Administrator (RHIA) or Certified Coding Specialist (CCS) or
 - Have received credentials through the American Health Information Management Association as a RHIA, Registered Health Information Technician (RHIT), or CCS within one year and know the processes by which to optimize financial revenue through insurance carriers.

Scope of Work:

1. Implement system to optimize revenues.
2. Review patient's medical record for documentation of billable services and assigns appropriate/accurate International Classification of Disease (ICD) diagnosis codes.
3. Review patient's medical record for documentation of billable services and assigns appropriate/accurate current procedural terminology (CPT) procedure codes.
4. Assign accurate diagnosis codes and sequence diagnoses and co-morbidity information as appropriate to enhance revenue collection in accordance to acceptable guidelines.
5. Educate providers and/or professional staff regarding the importance of documentation being entered into the medical record for all services provided to ensure that the appropriate code is selected to optimize revenue.
6. Keep abreast of new coding technology.
7. Consult with updating codes on the super bill.
8. Contracted service providers will participate in the Quality Assurance Program for Contracted Services: Any item related to the contracted service may be added for quality assurance.

Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach contact information regarding the respondent including legal name, correct address, and telephone number.
 - Include previous experience.

- Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
3. Attach a **detailed** budget (frequency, pay rate, or detailed price list etc.).
 4. Clearly mark the outside of the envelope **Coding Specialist RFP**.
 5. Submit one (1) original and two (2) copies.
 6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.

Your entire proposal must be received at the following address no later than **4:00 pm** on **July 27, 2015**. **Please review the mailing note.** All proposals received after the deadline will be returned unopened.

Mail To:
 AL Department of Mental Health
Attn: Office of Contracts & Purchasing
 RSA Union Building
 100 North Union Street, Suite 570
 Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before August 28, 2015.

Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation – 35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%

DATES AND DEADLINES

Item	Date	Delivery Method
RFP Release	July 13, 2015	USPS, ADMH Website, and Comptroller's Office website
Deadline to submit RFP questions and requests for clarification	July 17, 2015 by 4:00pm	Email to Leola.rogers@mh.alabama.gov
RFP Questions Posted	July 21, 2015	ADMH website www.mh.alabama.gov/adcp
RFP Closes & Submissions Due (1 original & 2 copies)	July 27, 2015 by 4:00 pm	USPS or FedEx or UPS
Notification of selection status	August 28, 2015 Approximately	USPS (In writing)

Note: Currently emailed or faxed responses are not accepted.